

FIRE AND EMERGENCY EVACUATION PROCEDURES

Florence Melly Community Primary School

The Governing Body has high regard for the safety of pupils, staff and visitors to the school. In discharging its duty of care, the Governing Body delegates to the Headteacher operational responsibility for ensuring that fire evacuation drills are carried out on a regular basis, and at least once per term.

The Governing Body also delegates to the Headteacher responsibility for ensuring that fire-safety education is an integral part of the school curriculum.

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

1. ACTION WHEN THE FIRE ALARM SOUNDS

- Leave by the nearest fire exit, taking any visitors with you. Do not delay your exit to collect belongings
- Walk in an orderly manner
- Close doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given
- Lift must not be used

DISABLED PERSONS - If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the assembly point.

If possible remain in your bubble and head to the main playground. Assemble in an orderly group line within your colour coded area and await roll call.

School area	Nearest exit	Assembly point
Admin/Headteacher/Site manager office	Main entrance/Exit door near toilet (Reception)	Large astro
Hall	Nearest exit door outside (car park or meadow) or main entrance	Large astro or year group assembly point
Nursery (Bubble N)	Nursery exit door	Large astro
Reception (Bubble R)	Reception exit door	Large astro
Y1 (Bubble 1)	Year 1 exit door	Cage area
Y2 (Bubble 2)	Year 2 exit door	Cage area
Y3 (Bubble 3)	Down y3 stairwell – Y3 exit door	Large astro
Y4 (Bubble 4)	Down y3 stairwell – Y3 exit door	Large astro
Y5 (Bubble 5)	Down main stairwell – Exit door next to staffroom	Cage area
Y6 (Bubble 6)	Down y6 stairwell – Y6 exit door	Cage area

Deputy head/ I.T/Library/Pastoral area	Down main stairwell – Exit door next to staffroom	Large astro
Staff room	Exit door near toilet (Y1)	Large astro
Mobile classroom	Fire exit door	Large astro/Cage area (as year group bubble)
Kitchen	Kitchen or hall fire exit door onto car park or meadow Main entrance door	Large astro

2. ACTION ON DISCOVERING A FIRE

- Raise the alarm without delay by breaking glass on nearest alarm unit
- If trained in the safe operation of the available firefighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

FIRE EXTINGUISHERS CAN BE FOUND IN THE FOLLOWING PLACES AROUND THE SCHOOL:

- ❖ Main foyer either side of hall doors -2
- ❖ Y2 near stairwell - 2
- ❖ Nursery exit door - 2
- ❖ Y6 stairwell exit
- ❖ Top of main stairwell next to y5 -2
- ❖ Y3 stairwell exit - 2
- ❖ Both sides of hall - 2
- ❖ Kitchen – 2 and 1 blanket
- ❖ Boiler house – 1
- ❖ Staff room – 1 blanket
- ❖ Mobile classroom – 2
- ❖ Hall by both exit doors - 2
- ❖ Plant room above kitchen - 1

3. SUMMONING THE FIRE & RESCUE SERVICE

- Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point.
- Upon their arrival, the Head Teacher, Assistant Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building.

4. ROLL-CALL

Each member of teaching staff will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all staff have arrived on the large astroturf.

5. FIRE DRILLS

Fire drills are carried out each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

6. FIRE MARSHAL PERSONNEL (inc.teachers / support staff)

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles.
- Bring up the rear and ensure all persons have left the area.
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Prevent any movement against the traffic flow and prevent re-entry to a cleared area for any reason
- Brief the Headteacher (Chief fire marshal), and in their absence the Assistant Headteacher upon your/their arrival at the assembly area.

FIRE MARSHALS

Mr Aaron Leach (Chief)	Mr Kieran Baillie	Mr Joe Doyle	Mrs Irene Kane (Office)
Mr Shaun Derbyshire	Mrs Tracy Dentith	Miss Chloe Latta	Mrs Vicky Fearnley
Mrs Catherine Matthews	Mr Stephen Murphy (Site manager)	Ms Julie Krute (Kitchen)	

7. STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

8. VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in appropriately on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply:

- action to be taken on hearing the fire alarm or discovering a fire.
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- the location of firefighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place.

Persons who organise evening events should be informed or given written instructions in regards to what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

9. COORDINATION WITH OTHER PREMISE OCCUPANTS

- The alarm system of the school is connected to the mobile classroom, and as such any occupants during school time are expected to follow the evacuation procedures and meet at the assembly point on the astroturf should it be safe to do so. If not, they should make their way out of the mobile at a safe distance away from the main school building and danger where they can make their roll call and await further instructions.
- If safe to do so, after the roll call has taken place, the adjacent homeowners will be informed of any emergency that exists and if necessary will be informed on whether they need to evacuate their homes as a matter of caution.

10. EVACUATION ROUTES

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

11. FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in site manager log book.

12. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

This document should be brought to the attention of staff and any temporary workers at Florence Melly Community Primary School.